



**HEADQUARTERS  
NEW YORK WING, CIVIL AIR PATROL  
AUXILIARY OF THE UNITED STATES AIR FORCE  
817 STEWART AVENUE (REAR)  
GARDEN CITY, N.Y. 11530-4802**

\_\_\_\_\_, 20\_\_\_\_

**MEMORANDUM FOR \_\_\_\_\_ GROUP / CC / DC**

**FROM: Duane K. Hinkel, Lt Col., CAP, NYDC**

**SUBJECT: NYWF 100 / 3 Mission Communications Evaluation**

1. This is to advise you that an inspection was performed of your mission base on the above indicated date.
2. The attached check list was used in the conduct of this evaluation and shows your current capabilities and those which are required for improvement.
3. Material contained in this checklist was compiled from CAP Regulations 50-15, 55-1 and 100-1. This list has been designed to assist you in an effort to improve total mission performance.
4. Upon reviewing the evaluation, make one copy for your records and submit one copy to this office indicating what action has been taken to correct any noted discrepancy and expected completion date for each noted item.
5. Questions may be directed to the undersigned.

**Duane K. Hinkel, Lt Col., CAP  
Director of Communications**

**CC: NYCC  
NYDO  
NYDOS  
File**

## NYWG MISSION COMMUNICATIONS CHECK LIST

### EQUIPMENT REQUIREMENTS (FIXED BASE / FIELD DEPLOYABLE)

Y	N	PERMANENTLY MOUNTED ALL BAND HF ANTENNA
Y	N	PERMANENTLY MOUNTED VHF / FM ANTENNA (VOICE)
Y	N	PERMANENTLY MOUNTED VHF / FM ANTENNA (PACKET)
Y	N	PERMANENTLY MOUNTED VHF / AM ANTENNA (SAR)
Y	N	NTIA COMPLIANT HF RADIO (MICOM II)
Y	N	CAP VHF-FM / REPEATER OPERATION
Y	N	CAP VHF-FM / PACKET OPERATION
Y	N	CAP VHF-FM / AIR-TO-GROUND (149.5375)
Y	N	CAP VHF-AM / SAR OPERATION (122.9 & 123.1)
Y	N	ANTENNA TIE DOWN ROPE
Y	N	EXTRA FEEDLINE WITH ASSORTED CONNECTORS
Y	N	RESERVE HF RADIO
Y	N	RESERVE VHF-FM RADIO/S
Y	N	RESERVE VHF-AM SAR RADIOS
Y	N	EXTRA FULLY CHARGED BATTERY PACKS FOR HT'S
Y	N	HEADPHONES FOR EACH MODE OF OPERATION
Y	N	COPPER GROUND ROD WITH CLAMPS
Y	N	10 GAUGE OR BETTER GROUNDING WIRE
Y	N	PORTABLE GENERATOR WITH FUEL AND INSTRUCTIONS
Y	N	SPARE POWER SUPPLIES WITH PROPER SIZE FUSES
Y	N	GROUNDING EXTENSION CORDS
Y	N	SURGE PROTECTED OUTLET STRIPS
Y	N	DUCT TAPE
Y	N	TOOL KIT WITH ASSORTED TOOLS AND SUPPLIES
Y	N	VOLT-OHM OR OTHER MULTIMETER
Y	N	SWR / POWER METER (BRIDGE) FOR HF AND VHF

### ADMINISTRATIVE REQUIREMENTS

Y	N	CAPR 50-15 OPERATIONAL MISSIONS
Y	N	CAPR 55-1 ES MISSION PROCEDURES
Y	N	CAPR 100-1 COMMUNICATIONS
Y	N	CAP PACKET TRAINING MANUAL
Y	N	CAP RADIOTELEPHONE PROCEDURES GUIDE
Y	N	NYWG ALERT ROSTER (CHECK ISSUE DATE)
Y	N	NYWG COMM AND PROCEDURES OPERATIONS GUID
Y	N	CAPF 26 SAFETY HAZARD REPORT
Y	N	CAPF 33 DISCREPANCY NOTICE
Y	N	CAPF 102 GENERAL ALERTING FORM
Y	N	CAPF 105 MESSAGE FORM
Y	N	CAPF 106 INTERROGATION FORM
Y	N	CAPF 110 STATION LOG
Y	N	CAPF 122 SAR MISSION REPORT
Y	N	NYWF ES 2A SAR / DR REPORT

## NYWG MISSION COMMUNICATIONS CHECK LIST (CON'T.)

Y	N	NYWF 100/1 LICENSE APPLICATION
Y	N	NYWF 100/2 ROA APPLICATION
Y	N	NYWF 100/3 NYWG MISSION COMM CHECKLIST
Y	N	NYWF 100/4 COMM BADGE PROGRESSION RECORD
Y	N	NYWF 100/5 HF NET ROLL CALL AND TRAFFIC LIST
Y	N	SHARES MESSAGE FORMS FOR INTERAGENCY USE
Y	N	BULLETIN BOARD / CLIP BOARDS
Y	N	CARBON PAPER
Y	N	NOTE / SCRATCH PADS
Y	N	ROAD AND SECTIONAL CHARTS
Y	N	OFFICE SUPPLIES (STAPLER, PENS, PAPERCLIPS, ETC.)
Y	N	CURRENT MEMBERSHIP CARD
Y	N	CURRENT NYS DRIVER LICENSE
Y	N	CURRENT CAPF 75 DRIVER LICENSE (GREEN CARD)
Y	N	CAPF 76 ROA CARD
Y	N	CAPF 101 / 101T CARD
Y	N	CURRENT FIRST AID CARD (CAPR 100-1, 7-1(f) )
Y	N	CURRENT CPR CARD ( CAPR 100-1, 7-1(f) )
Y	N	CURRENT NYS EMT OR HIGHER CARD (OPTIONAL)

### SAFETY EQUIPMENT

Y	N	FIRST AID KIT (CAPR 100-1, 7-1 (g)
Y	N	FLASHLIGHT (CAPR 100-1, 7-1 (g)
Y	N	SAFETY ROPE (CAPR 100-1, 7-1 (g)
Y	N	BREATHING KIT (*) (CAPR 100-1, 7-1 (g)
Y	N	WALKING CANE (CAPR 100-1, 7-1 (g)
Y	N	BLANKET (CAPR 100-1, 7-1 (g)
Y	N	FIRE EXTINGUISHER (10 A-B-C- OR HIGHER)
Y	N	COLOR STREAMERS FOR ANTENNAS AND GROUNDS
Y	N	GROUNDING EQUIPMENT (CAPR 100-1, 7-1 (b-e)
Y	N	PROPER SIZE FUSES PER MANUFACTURE SPECS.
Y	N	EXTRA GROUNDED EXTENSION CORDS
Y	N	EXTRA SURGE PROTECTED OUTLET STRIPS
Y	N	EXTRA COPPER GROUND RODS WITH CLAMPS
Y	N	10 AWG OR BETTER GROUNDING WIRE
Y	N	ARE ALL ANTENNAS AND EQUIPMENT PROPERLY GROUNDED PER NEC 810 AND CAPR 100-1, 7-1 a (2b)?

MISSION BASE DATA ON REVERSE SIDE

**MISSION NUMBER:**\_\_\_\_\_

**DATE OF MISSION:**\_\_\_\_\_

**MISSION BASE:**\_\_\_\_\_

**RADIO CALL: WHITE PEAK**\_\_\_\_\_

**MISSION COORDINATOR:**\_\_\_\_\_

**COMM UNIT DIRECTOR:**\_\_\_\_\_